Fund Administration and Standardized Document Automation System

(FASTDATA)

SYSTEM ADMINISTRATOR

USERS GUIDE

WEB Version 10-1K

Dec 2012

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FASTDATA WEB INTRODUCTION

BENEFITS

FASTDATA WEB:

- Operates in a web-based environment as an alternative to the existing client/server application
- Provides the capability to manage funds at various levels to allow individual Command flexibility
- Offers processing of multi-year appropriations
- Processes O&M,N; Allotment; RPN; MPN; and RDT&E funding types
- Offers the opportunity to upload authorizations and RC funds to STARS-FL
- Assigns document numbers for source documents or memo records
- Captures transactions for submission to STARS-FL
- Provides a methodology for reconciling with STARS-FL
- Provides reports for funds management
  - Up-to-date status of available funds
  - Detailed document history reports

SYSTEM STRUCTURE

FASTDATA Web is accessed through a secure internet connection eliminating the need for individual software applications being installed on each user's computer. Rather than accessing one software package for the Fund Administrator functions and another for Site functions, FASTDATA Web combines the two into one database and has streamlined the process through the use of assigned roles.

Implementation of the Web begins with the Database Administrator (DBA) who will create a System Administrator (SA) Role for your Command's chosen representative and will provide him/her a User ID and password. This person is automatically associated with your Major Command and assumes implementation duties. Upon receiving required forms from the requesting command, the DBA is also responsible for creating FASTDATA Web users for each activity and assigning these users a default password.

The System Administrator will then proceed to establish Roles within FASTDATA Web and will assign users to these roles. **Every FASTDATA user must be assigned to at least one Role.**

ROLES USED WITHIN FASTDATA WEB

- System Administrator (SA)
- Major Command (MC)
- Component Command (CC)
- Resource Manager (RM)
- Fund Administrator (FA)
- Site

System Administrator (SA)

The System Administrator (SA) is an individual who has the capability to maintain user accounts that were established by the DBA; create user roles for all other application levels (Component Command (CC), Resource Manager (RM), Fund Administrator (FA), and Sites); assign users to roles, create FA and Site workgroups which define the level of access for user roles, and assign users to those workgroups.

The primary System Administrator (SA) may assign Alternate System Administrators and determine the level of authority at which they may function.

Major Command (MC)

A Major Command may be a bureau, office, command, or headquarters designated as an administering office under the Operation and Maintenance appropriations in NAVSO P-1000. Navy Major Commands receive operating budgets directly from the Chief of Naval Operations Fiscal Management Division (N-82).

In the previous client-server version of FASTDATA, those operating budgets were passed to Fund Administrators who entered their funds in the Responsibility Center record of FASTDATA. In FASTDATA Web, the Major Command may be part of what is known as an "Upper Level" funding chain so that in addition to initially entering your funds at the Fund Administrator (FA) level, the option now exists to enter funds at a Major Command, Component Command or Resource Manager level.

For example, the Major Command may establish a Resource Authorization in which he enters his funds. Subsequently, he would distribute some or all of those funds to the Fund Administrator, either directly or via a Component Command and/or Resource Manager. Various scenarios of how to use the Upper Level funding chain are discussed in Appendix A.

This upper level configuration will allow a hierarchical system of user accesses that will also allow drill-down and roll-up views of a command's accounting and financial framework.

Component Command (CC)

A Component Command may be a Bureau, office, or command designated as an administering office that receives their operating budget from a Major Command.

In FASTDATA Web, the Component Command may also be part of the "Upper Level" funding chain discussed above under **Major Command**. The Major Command may pass funds through a Component Command to the FA. If this capability is used, the Component Command has enhanced visibility of the work being done at the FA and Site. Various scenarios of "Upper Level" funding are discussed in Appendix A.

Resource Manager (RM)

A Resource Manager is the head of a staff element responsible for the management of a specified appropriation or its subdivision, revolving fund, or for the management of the overall manpower authorization. A Resource Manager may bear the title of comptroller, appropriation, budget program, or budget activity manager and may be responsible for numerous FAs.

In FASTDATA Web, the Resource Manager may be part of the "Upper Level" funding chain discussed above under **Major Command**. The Major Command may pass funds through a Resource Manager to the FA. If this capability is used, the Resource Manager has enhanced visibility of the work being done at the FA and Site.

Fund Administrator (FA)

A Fund Administrator has control of the money designated for a particular Line of Accounting (LOA). The money for the fiscal year's appropriation may be received by the FA from his Major Command, Component Command, or Resource Manager or may be entered at the FA into a Resource Authorization. The FA will still be responsible for establishing the Financial Framework of his Command, just as he did in the previous GUI FASTDATA system.

The FA funds must be divided and made available to the FA's associated Sites. The money that the FA distributes to each Site can be Direct and/or (Funded) Reimbursable. Direct money is the FA's obligation authority that will be used by Sites to obligate for their own needs, i.e., supplies, office equipment, utilities, etc. Reimbursable funding is money that the FA has received from another activity, citing the other activity's LOA, for the purpose of supplying goods or services to the requesting activity (i.e., developing software for them).

Once a Site has created its documents and generated transactions, the data is transmitted to the FA for review. The FA then sends this data to the official accounting system (STARS-FL). STARS-FL will, in turn, gather all the expenditures (payments) that are for a particular FA and export them to the respective FA. The FA will import these expenditures from STARS-FL and then release them to the individual Sites that originally created the obligation transaction, thus completing the cycle of the document.

Site

A Site may be a department, division, directorate, or sub activity that receives its control data (funding) from the Fund Administrator.

Unlike the GUI, Sites are created by the System Administrator and associated with an FA. When that FA creates his financial framework, each OPTAR must also be associated to a Site to indicate which entity (Site) will be creating documents against that OPTAR's budget. Once the financial framework is received from the FA, Site users can begin creating documents. These documents generate accounting transactions (commitments, obligations or accounts payable) that flow through the FA to STARS-FL.

FINANCIAL FRAMEWORK

The Financial Framework is created by the FA and contains levels of financial control data consisting of a Responsibility Center, Operating Target, Authorization, Job Order Number and Serial Range. Each is defined below:

Responsibility Center (RC)

The Responsibility Center record reflects all or a portion of the money allotted to a particular line of accounting by the Resource Authorization. It will be associated with an Appropriation, BCN, Subhead, BP/Allotment, SA/OB Suffix and AAA Code. Each RC may have one or many Operating Targets (OPTARs) attached to it.

Operating Target (OPTAR)

Within an RC, the OPTAR will identify certain types of money control such as whether the money source is Direct (from Major Command) or Reimbursable (from another activity). The OPTAR record contains a "check for funds" feature that allows for more control over the associated Site's spending. An OPTAR can never be attached to more than one RC. Each OPTAR can have one or many Authorizations attached to it.

Authorization (AUTH)

Each Authorization is given only direct or reimbursable money as is dictated by the owning OPTAR. The Authorization will identify different types of money control within the OPTAR such as Ceiling or Fenced and Labor or Other (non-labor).

An Authorization can never be attached to more than one OPTAR; however, multiple Authorizations can be attached to one OPTAR. Each Authorization can have one or many Job Order Numbers attached to it.

The FA will distribute dollars at this Authorization level, and the dollars roll up to the assigned OPTAR level.

Job Order Number (JON)

JONs are used to capture dollars spent when Sites input financial transactions. They are used as a means to identify a specific line of accounting by their attachment to AUTHs, OPTARs, and ultimately an RC. JONS may be created in FASTDATA and uploaded to STARS-FL or may be created in STARS-FL and brought into FASTDATA.

Serial Ranges

Serial Ranges are provided to Sites for use in automatically assigning the last 4 positions of a Milstrip DCN and the last 5 positions of an SDN. For example, a Milstrip DCN would begin with a service code and UIC, followed by the Julian date. The last four positions are derived from the serial range established by the FA.

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A standard document number (SDN) also begins with the service code and UIC, but it is followed by the 2-position fiscal year and the document type. The last five positions are derived from the serial range established by the FA.

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Serial ranges may be set up for one document type or may be set up to accommodate all document types.

Serial Ranges can be established so that the Site can use the range when creating documents for any existing OPTAR - OR - the range can be established so that it is specific to only one OPTAR. To accomplish this, the FA would have to "Set Site" and then choose the desired OPTAR from the RC/OPTAR dropdown.

Serial Ranges cannot overlap the Beginning or Ending Serial Number of another Serial Range for the same document type within the same SDN UIC.

The Fund Administrator has the capability to deactivate/reactivate and/or delete a serial range that has been released to a Site. The steps required for these actions are provided in your On-Line Help.

HOW TO REPORT TROUBLE CALLS

- Site Users should contact their Fund Administrator (FA).
- FAs should contact their Alternate System Administrator.
- Alternate System Administrators should contact the primary System Administrator or the FASTDATA Help Desk.

For issues dealing with database corrections, technical issues or connectivity problems, contact the FASTDATA Help Desk at 1-850-452-1001, Option 1, then Option 5 or fastdata.helpdesk@navy.mil.

For after-hours support, you can email the nature of your problem to the above address and someone will respond first thing on the following business morning.

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FASTDATA WEB NAVIGATION

When a new FASTDATA user first types in the WEB URL, a Legal Notice page will appear. After reading it and clicking OK, he will see a screen similar to:

The first time you use FASTDATA, enter the Username and Password that was provided to you. Your CAC will be enabled for future logons. Once you are connected to FASTDATA, the first screen you see will be similar to:

In the "Please Select a Role" dropdown list, the highest level you have been assigned will be the first role on the screen. All roles to which you are assigned will be visible by using the dropdown list arrow.

The role selected will dictate what elements of the FASTDATA Web menu are available to the user. For instance, a Site user will not have the same access as that of an FA or System Administrator. The menu options will be different depending on the role selected.

In this instance, choose System Administrator as your role assignment and click Select to go to the System Administrator Home page.

For ease in reading, the screen above is shown below in two parts, first the left hand side of the screen and then the right hand side.

Left side of screen:

Note that the **FASTDATA Version** is shown on the top left of the screen, reflecting the version of the FASTDATA application currently being used. Other header items are:

- **Current Role** - The role the user has selected for this FASTDATA session.

Right side of screen:
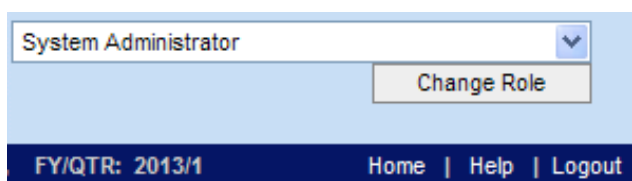
- Use the dropdown list at the top right of the screen to display all roles to which you have been assigned. To switch from the present role to another, highlight and click on the desired new role and select **Change Role**.
- **FY/QTR:** Indicates the FY/QTR in which the user is signed on to work. This is initially based on the computer date and may be changed at any of the role levels below the System Administrator.
- **Home** – Selection of this header item returns the user to the Main Menu. (To get from one Menu item to the next, selecting **HOME** will always close what you currently have open and take you to the System Administrator's main menu so that you may select another menu item.)
- **Help** - Select Help to view online help for the current page.
- **Logout** - Select Logout to return to the FASTDATA Login page.

Under the header bar and on the left side of the screen note the User Maintenance function.
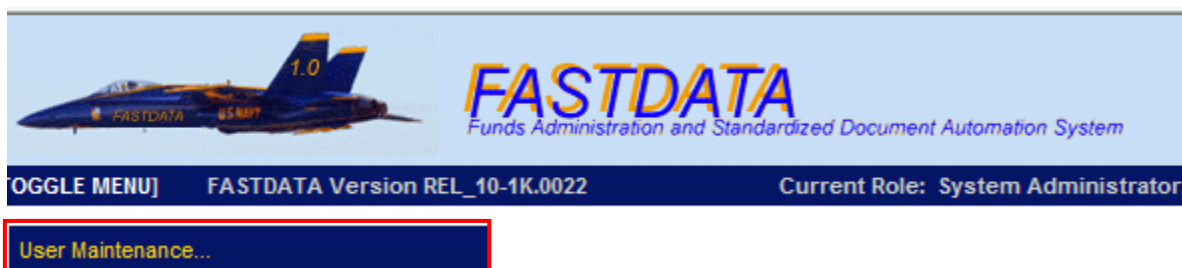
By highlighting this menu item, you can see the "sub-menu items" available to the System Administrator:

These nine functions of the System Administrator are used to maintain user information, create and view roles, make role assignments, create and assign FA and Site group access and create and assign Security groups. Each is discussed in further detail on the following pages.

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SYSTEM ADMINISTRATOR FUNCTIONS

The System Administrator is assigned as the primary Point of Contact for a Major Command; however, since there are so many users within the FASTDATA community, most commands have assigned at least one System Administrator **Alternate** at each of the FAs to help manage the role and functions designated for a System Administrator.

This "Alternate System Administrator" will be able to perform all functions designated for the role, except to set up another System Administrator Alternate. This will be accomplished only by the principal System Administrator.

The FASTDATA Data Base Administrator (DBA) is now NETPDC, currently in Pensacola. The DBA will create the one System Administrator (SA) Role for each Major Command. The System Administrator will then create other desired FASTDATA Roles such as the Fund Administrator (FA) and the Site. **Every FASTDATA user must be assigned to at least one of these roles.**

The Roles involved in the Upper level funds management of the FASTDATA Web are optional. If they are not used during the first implementation stages, funds will be passed by the Major Command to the FA, the same as in the existing GUI system. If the upper level roles were being used, the System Administrator would manage the user maintenance on those roles.

Expanding the User Maintenance menu item for the System Administrator results in display of the nine "sub-menu items" available to the SA. Again, the nine functions of the System Administrator are used to maintain user information, create and view roles, make role assignments, create and assign FA and Site group access and create and assign Security groups.

USER ADMINISTRATION

Selection of User Administration results in display of the User Administration-Summary page.

All users who were setup in the database by the DBA upon conversion will be displayed.

The filter section provides the means to perform a detailed search using specific criteria, thereby reducing the amount of pages displayed for review. On this screen, you may search by User ID, First Name or Last Name. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard.

You may also filter by Active/Inactive status and may dictate the way your list is displayed by using the Sort Order drop list and the Ascending/Descending options.

If you choose to use these options, select **Filter** to initiate the search for the criteria you have entered.

Column definitions in the Results section of the User Administration-Summary screen are described below.

- **Edit** – Select the "Open Book" icon to view or modify user details. Details include User ID (view only); Email address; Last Name; First Name and Middle Initial.
- **User ID -** User IDs are initially created by the FASTDATA Database Administrator. They are listed in alphabetical order. You may sort the User IDs in either ascending or descending order by clicking on the column heading.
- **User Name** – First Name, Initial and Last Name of the user are displayed. User names are listed in alphabetical order and may be sorted in either ascending or descending order by selecting the column headings.
- **Email** – The user's official email address.
- **Active Status** – The user's status will be either Active or Inactive.

Selecting the Edit icon on the screen above results in the User Details screen. All fields on this screen, with the exception of the User ID can be edited. (Keep in mind the User ID is now set up by the DBA, not the FA).

Elements on the User Details screen are described below.

- **User ID -** Displays the User ID assigned when the user was created. This field cannot be edited.
- **Email -** The official email address of the user. The SA can edit this field.
- **Last Name -** The complete last name of the user; open for edit.
- **First Name -** The first name of the user; open for edit.
- **Middle Initial -** The optional middle initial of the user; open for edit.
- **User Account Locked -** This will be either Yes or No. Accounts are locked after 30 days of inactivity or when there are three unsuccessful attempts to log in.
- **Password Expired -** Indicates either "Yes" or "No"
- **Save –** Saves your changes and returns you to the User Administration-Summary page.
- **Reactivate User Account -** Select this button to unlock the user's account and reactivate the user. Users are put in an inactive status after failing to login for 30 days, or after 3 successive login failures. The System Administrator and Alternate can reactivate this user account. (See screen shown below.)
- **Close -** Closes the User Details page.

The Web will be CAC enabled so forgotten passwords that lock out a user should not be a prominent problem. The first time a FASTDATA User logs in, they will use the password and ID provided upon Web deployment. This will enable the CAC certificates and allow for future logins being accomplished using the CAC instead of the User ID and Password.

To Unlock a User Account or Reset a Password, the System Administrator will place a check in the appropriate box and select Save. If the Reset Password box is checked, a default password will be generated and sent to the user via email. The SA will also receive email notification that the password was sent to the user.

Click Save to save your entries or Close to exit.

ROLE ADMINISTRATION

This selection allows the System Administrator to view and edit existing roles or to create new roles.
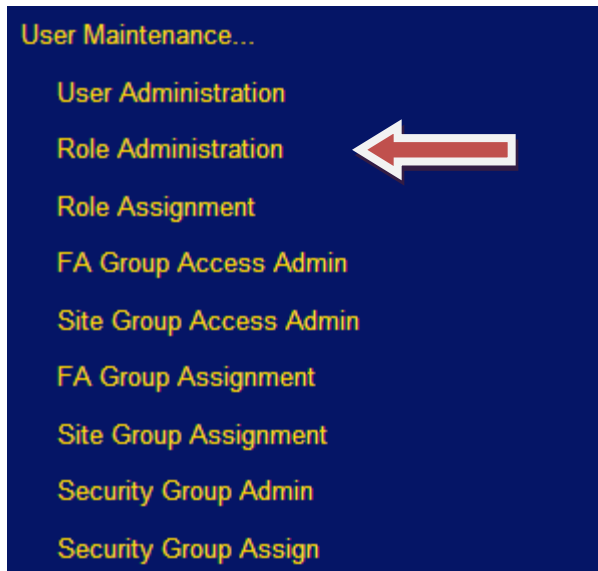
The Role Administration-Summary screen is displayed below:

On the Role Administration-Summary screen displayed above, the Site ID would be the data displayed to the right in parentheses, for example, "CMP" or "CY".

The Filter section provides the means to perform a detailed search using specific criteria, thereby reducing the amount of pages displayed for review. On this screen, you may search by Type, ID, or Description. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard.

You may use the Sort Order drop list to sort by Type, ID or Description and may select the applicable radio button to display the information in either Ascending or Descending order. If you choose to use these options, select **Filter** to initiate the search for the criteria you have entered.

The **Available Roles** screen elements are described below:

- **Edit -** Select the Edit icon to navigate to the screen where the selected role information may be modified.
- **Type -** The Type will be either **CC** for Component Command**, RM** for Resource Manager, **FA** for Fund Administrator or **Site.**
- **ID -** An alphanumeric identifier of the Role Type that cannot exceed 10 characters.
- **Description -** A brief description of the Role that cannot exceed 30 characters.

The **Select Roles to Create** screen elements are described below:

- **Drop List -** Chose the Role you wish to create from the drop-down list.

- **Create -** Select this button to navigate to the **Create Role** screen for the role you wish to create.
- **Close -** Closes the Role Administration Summary page and returns you to the System Administrator main menu.

Screens for creating each of the Roles are shown below:

Create Component Command

Component Command ID:	[_____]
Description:	[_____]

Save   Close

Create Resource Manager

Resource Manager ID:	[_____]
Description:	[_____]

Save   Close

Create Fund Administrator

FA ID:	[_____]
Description:	[_____]
STARS Control Group:	
Military Time Zone Code:	[_____] ▾
Accounting System:	STARS-FL ▾
Active:	No
Suspend Labor Non-preceded Expenditures:	○ On ◉ Off
Suspend Non-Labor Non-preceded Expenditures:	○ On ◉ Off

Save   Close

Create Site

FA:	974404 ▾
Site ID:	[_____]
Description:	[_____]
SPS Site:	☐
Station Use:	☐
Military Time Zone Code:	[_____] ▾

Save   Close
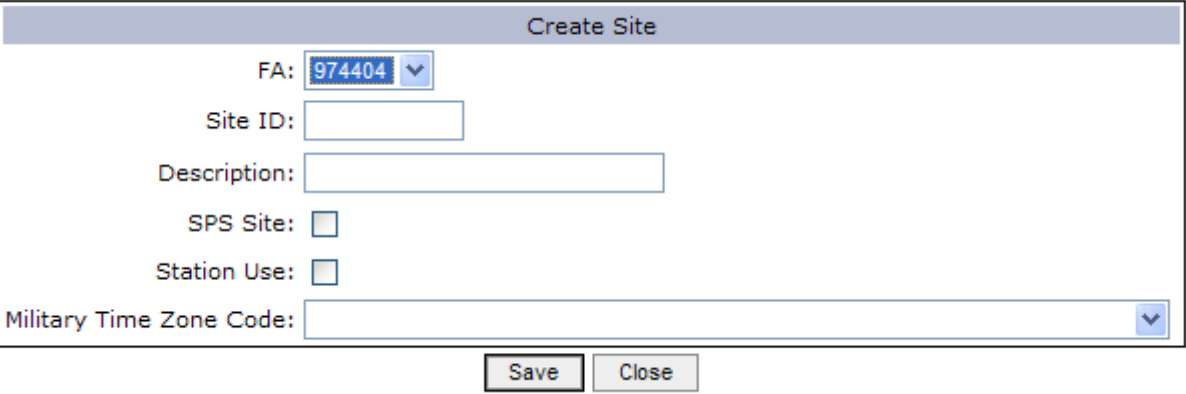
On the Create FA screen, the **FA ID** must be a 6-position alphanumeric entry. **The Stars Ctrl Grp No** is provided by STARS-FL and is set by the DBA at the time an activity converts to FASTDATA Web. It identifies the region for each FASTDATA FA. It is composed of the service code and UIC of the FASTDATA Site and is used on expenditures, DTS transactions and job orders sent from STARS-FL to FASTDATA.

The applicable **Military Time Zone Code** for the FA should be selected from the dropdown list. **These zones are used for quarter rolls only; the Automated jobs processing is on Central time, where the server is located.**

For the listed FA ID, the System Administrator may elect to **Suspend all Labor and/or Non-Labor non-preceded expenditures**, with the intent of either un-suspending them after the Site has created the corresponding document or purging them at a future date. Default is not to suspend (Off). The FA also has the option of setting this feature.

On the Create Site screen, select the correct **FA ID** in which you wish to establish the new Site.

Note that the Site is now created by the System Administrator, not by the FA as in the current system.

The **Site ID** is an alphanumeric field not to exceed 10 characters.
The **Description** is an alphanumeric field up to 30 characters.

Check the **SPS Site** box if the Site being created will have its contracts created by the Standard Procurement System. An interface exists for DOD activities only at this time. See Appendix A.

Check the **Station Use** box if the Site being created is set up to send DD1348s to Supply via a Station Use Tape. If this indicator is checked, FASTDATA will not forward the obligations created by DD1348s, as they will be sent by Supply to STARS-FL**.**
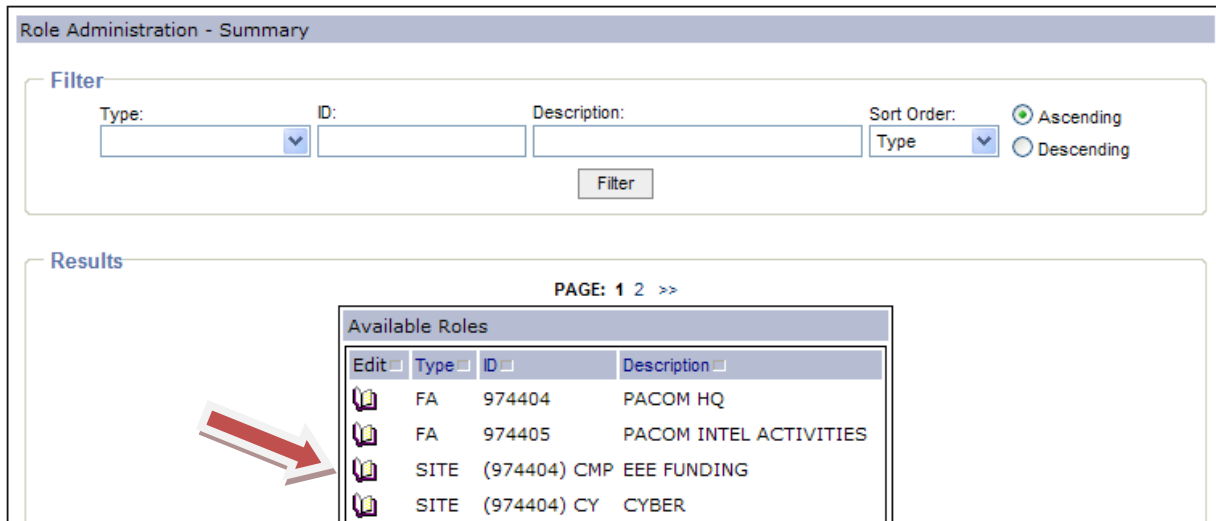
Select the applicable **Military Time Zone Code** for the Site from the dropdown list. **These zones are used for quarter rolls only; the Automated jobs processing is on Central time, where the server is located.**

The **Save** button **s**aves your entries and will send you to the Edit Site page from which you may create another Site role by selecting the duplicate button.

The **Close** button closes the Create Site Role screen.

Returning to the Role Administration Summary page, if the Edit icon is selected for any of the entries, a screen will appear on which fields may be modified. A sample of Edit Site is shown below:
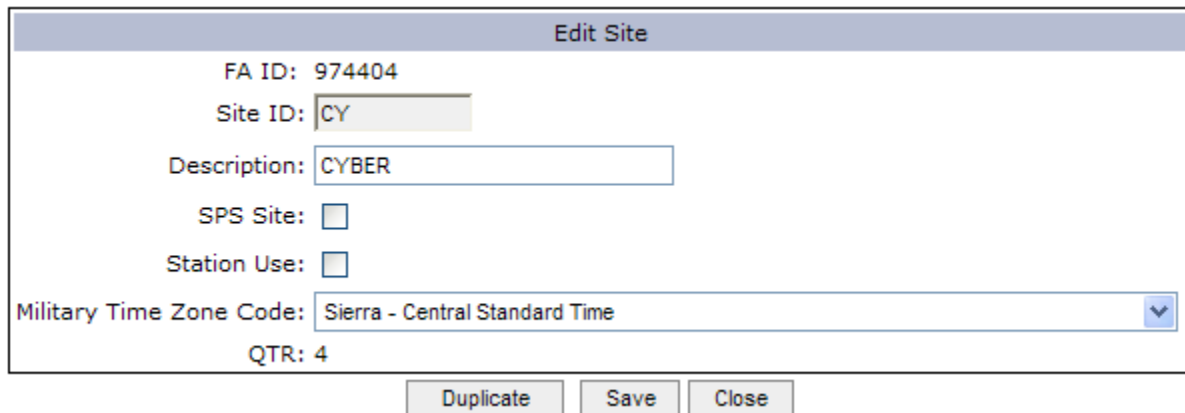
The fields available to Edit are the Description Field, SPS Site, Station Use, and Military Time Zone Code. Edits can be performed as needed and Saved.

Note that the user may duplicate the Site displayed by selecting the Duplicate button and changing only those desired elements.

Reminder: Setting up a Site in the System Administrator Role is new in the Web and unlike all other Financial Framework that is set up at the FA level. The Site will no longer be established at the FA.

ROLE ASSIGNMENT

Role Assignment is the venue used to "marry" each established FASTDATA user with one of the FASTDATA Roles. Remember that each user must be assigned to at least one role.

The Users original access rights will be loaded as designated on spreadsheets turned in during the conversion process. The System Administrator can set up more groups for the FA and Site access and assign the users to different groups once the FA is brought up live on the Web.
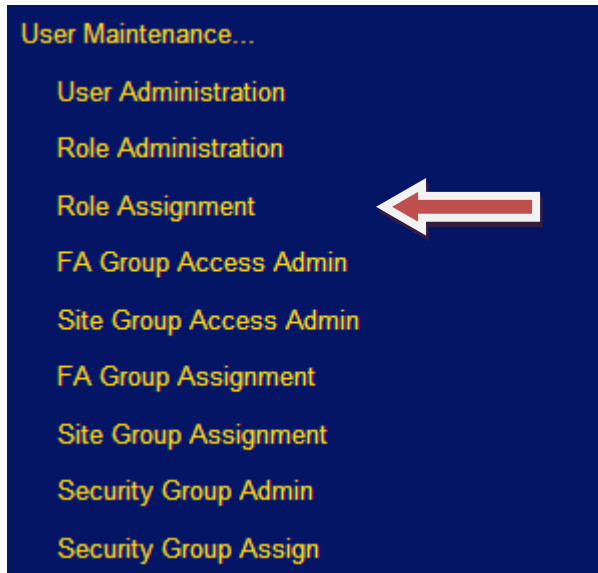
The valid users established by the DBA will appear on the Role Assignment-Summary screen.

The Filter section provides the means to perform a detailed search using specific criteria, thereby reducing the amount of pages displayed for review. On this screen, you may search by User ID, First Name or Last Name. You may enter the full value or a portion of the value with a leading and/or trailing asterisk (*) that serves as a wildcard.

You may use the Sort Order drop list to sort by User ID, First Name or Last Name and may select the applicable radio button to display the information in either Ascending or Descending order.

If you choose to use these options, select **Filter** to initiate the search for the criteria you have entered.

Selecting the arrow icon adjacent to the user name opens the role assignment page.

This page lists the roles assigned to or available to a specific user. The System Administrator and Alternate are assigned all roles. Modification of their roles is not allowed.

Elements on the above screen are:

- **Role Type -** The Role Types assigned or available to the user will display. Possible Role Types are Major Command, Component Command, Resource Manager, FA, and Site.
- **Role Id -** This is an Id for a specific role within the role type.
- **Role Description -** A brief description of a particular role.
- **Add/Remove -** Select Add to add the role to the user. Select Remove to remove the role from the user.
- **Close -** Closes the Role Assignment page.

The Top portion of the Role Assignment screen will display the Roles that are available for assignment and the bottom portion displays those that are currently assigned. Roles may be added or removed by clicking on the desired verbiage in the two displays.

Before a user may be assigned as an Alternate System Administrator, he must first be assigned to an FA.

FA GROUP ACCESS ADMIN

This function allows the System Administrator to create, view, edit and/or delete FA groups. All FASTDATA FA users must be assigned to a group. All users assigned to the same Group Name will have the same capabilities. Any changes to a group's privileges will affect all users assigned to that group.

The SA may determine that one FA group of users should only have "VIEW" capability, while another group may require "FULL ACCESS" to perform certain FA functions.

Selecting FA Group Access Admin results in the screen below that lists all established FA Groups. From here, the SA may Delete, Edit and View existing FA Groups or Create a new one. (If there are users assigned to a group, you may not delete it.)

There are many combinations that the SA can use in creating different FA groups and limiting the amount of access for FA Users. Combining any of the functions listed on the screen as Update, Display only, Access or No Access can create a new group name using these combinations. To create a new group, select each feature using the functions listed under each, and then create a new Name.

- Select the FA if more than one is available to the Sys Admin
- Select the security under each function listed
- Name your new Group
- Save

At the time of conversion to FASTDATA Web, users will first be assigned to groups based on spreadsheets provided to the DBA; however, any time after that, the SA can set up additional groups or assign users to different groups.

All functions are described in online Help.

SITE GROUP ACCESS ADMIN

This function allows the System Administrator to create, view, edit and/or delete Site groups. All users assigned to a Group Name will have the same capabilities. Any changes to a group's privileges will affect all users assigned to that group. The SA may determine that one group of users should only have "VIEW" capability, while another group may require "FULL ACCESS" to perform certain Site Functions.
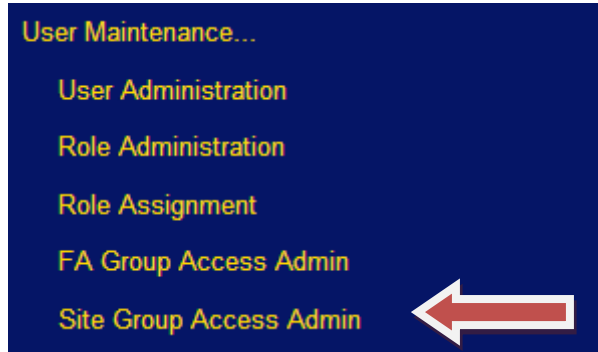
The Site Group Access screen lists all established Site Groups. From this location, you may Delete, Edit, and View existing Site groups or you may create a new one. (If there are users assigned to a group, you may not delete it.)

Select Create Group to receive the screen below:

To set up a new Site group, complete the following steps:

- Select the FA if more than one is available
- Select the security under each function listed (for example, Update, Display or No Access)
- Name your new Group
- Save

At the time of conversion to FASTDATA Web, users will first be assigned to groups based on spread sheets provided to the DBA; however, any time after that, the SA can set up additional groups or assign users to different groups.

FA GROUP ASSIGNMENT

The System Administrator must assign each FA user to one or more of the FA groups. This is completed through FA Group Assignment.
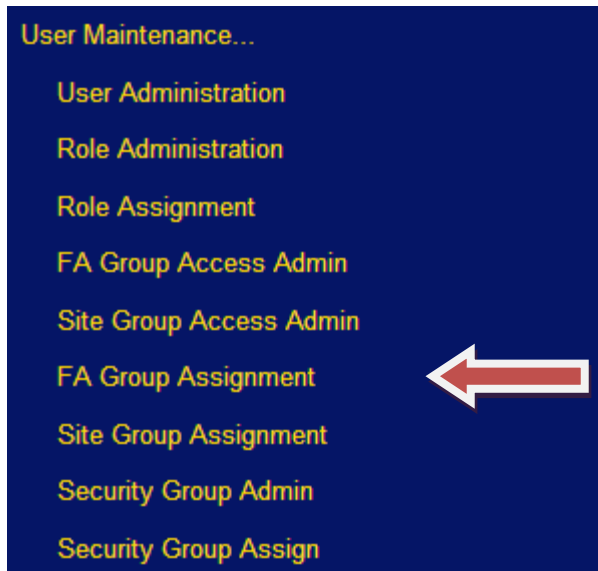
The screen below will display each eligible FA user and the FA to which he is assigned. The SA will select the Details Icon to assign each user to an FA Group.

Selection of the Details icon results in a screen that displays both Unassigned and Assigned Groups to which the stated user may be assigned.

| FA ID: EDUC00 / FA User: LINDA JONES		
Unassigned		**Assigned**
IT BUDGET	Add > Remove < Add All >> Remove All <<	MANAGERS

Save   Close

All of the FA groups established will display in the Unassigned column until selected to be assigned. Highlight a Group in the Unassigned column, select Add and it will move over to the Assigned column. If all Groups are to be assigned to a User, select Add All.

In the same regard, if one or all groups are to be removed from the User, highlight the Group Name and click Remove or select Remove All as appropriate.

Click Save and the new group assignment will be granted to the FA User.

SITE GROUP ASSIGNMENT

The System Administrator must assign each Site user to one or more of the Site groups. This is completed through Site Group Assignment.
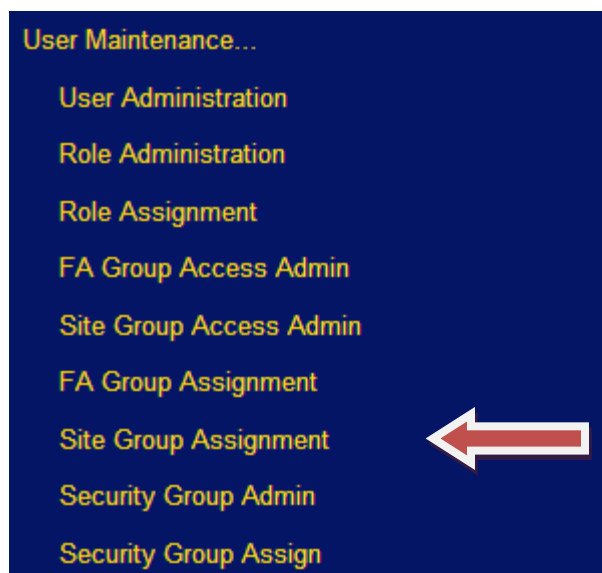
The screen below will display each eligible Site user and the FA/Site to which he is assigned. The SA will select the Details Icon to assign each user to a Site Group.

The Filter can be used to locate a specific FA, Site, and Site User if needed. If you choose to use these options, complete the fields and select **Filter** to initiate the search for the criteria you have entered.

Selection of the Details icon results in a screen that displays both Unassigned and Assigned Groups to which the stated user may be assigned.

FA ID: EDUC00 / Site ID: OFF00 / Site User: LINDA JONES		
Unassigned		**Assigned**
ACCTG TECHS	Add > Remove < Add All >> Remove All <<	ACCTG LEADS

Save   Close

The groups unassigned at the Site level will be on the left side and the groups already assigned will be on the right. To Add another group, highlight the group and select Add. To Add all groups, select Add All.

To remove a group, highlight it and click Remove; or if desired, select Remove All. Save once you have completed the edits. Close will exit to the previous screen.

SECURITY GROUP ADMIN

Primary System Administrators use this option to create groups to which Alternate System Administrators may be assigned. These groups represent the levels at which Alternate System Administrators may function.
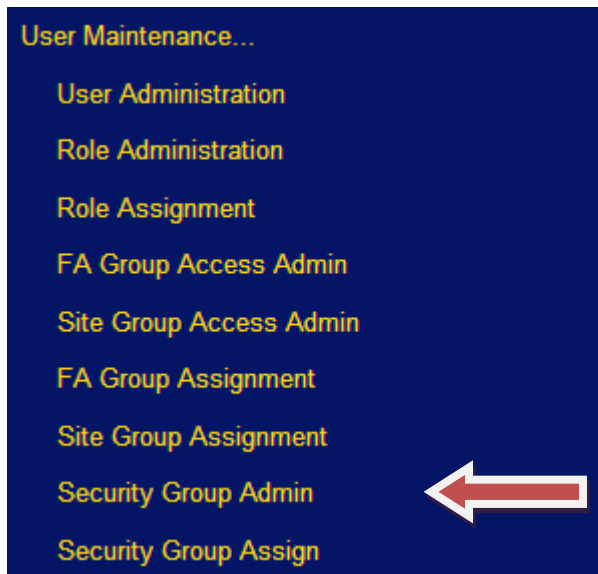
From the Security Group Admin screen, the SA may Delete, view and edit Details of existing groups or Create a new group. Filter options are available to aid in locating existing groups.

Selection of Details will result in a display of the selected group. The Name may be changed or modified from this location.

If you wish to create a new group, select the level from the dropdown list:

Enter the desired Name for the group and select Save.

An Alternate System Administrator assigned to an FA group could not modify any data for roles above that level such as the Resource Manager or Component Command.

SECURITY GROUP ASSIGN

Select this menu option to assign an Alternate System Administrator to one of the Security Groups.

Names of Alternate System Administrators would be listed on the Security Group Assignments screen:

If required, Filter options are available to aid in locating the desired user.

Select Details to receive the screen from which assignments are made or modified:

Security Group Assignment Details	
User ID:	NEWUSER
User Name:	NEW USER

Security Group Assignment Details		
Security Group	Access Level	Assigned
NAVY ORG MC GROUP1	Major Command	No
NAVY ORG FA GROUP1	Fund Administrator	Yes

Save   Close

The User ID and Name of the Alternate System Administrator is displayed at the top of the screen. Under that, the groups available for assignment are listed. The SA would select "Yes" or "No" to choose the desired access for the Alternate SA.

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APPENDIX A–STANDARD PROCUREMENT SYSTEM (SPS) INTERFACE
FOR DODEA ACTIVITIES ONLY

When a <u>System Administrator</u> establishes a Site, an option exists to designate the Site as an "SPS Site" indicating that the Command desires an interface with the Standard Procurement System (see screen below). SPS creates contracts against FASTDATA requisition documents and forwards that information to an official accounting system (STARS-FL or WAAS).

FA ID:	EDUC00
Site ID:	SPSLJJ
Description:	SPS TEST SITE
SPS Site:	☑ ←
Station Use:	☐
Military Time Zone Code:	Sierra - Central Standard Time ▾
QTR:	3

<u>System Administrators</u> must also ensure that users who will be expected to create documents associated with the interface are associated with an SPS Site and a Site Group. This is accomplished using "Role Assignment" and "Site Group Assignment."
<u>Fund Administrators</u> who wish to use the SPS interface will set up an OPTAR with an External System Indicator of SP and an association with an SPS Site.

New OPTAR

Optar Detail

RC:	AB ▾		
ID:	SPS02	External System Indicator:	SP ▾
Title:	SPS SITE 2	Direct/Reimbursable:	D ▾
Keeper:		Check For Funds:	☐
Holder:		Site:	SPSLJJ ▾
Address:			

Fund Administrators must also set up a Serial Range with an RC/OPTAR/Ext System field associated with the SPS OPTAR, resulting in a section of the Serial Details screen entitled **DoDAAC**. Fields in this section are described below the figure.

The Requisitioner UIC and Procurement Office UIC are required and the Mail Invoices To UIC and Ship To UIC are optional. All fields are 6-position alphanumeric characters.

In the Document Types area of the screen, the contractual documents types are enabled. The applicable document is checked (NC2276 below) and the Serial Range is saved and released to the Site.

Requisitioner UIC – A mandatory 6-position alphanumeric field that **must** exist at the SPS Site as a valid Site Address key, with the applicable address box checked for the document the Site user wishes to create. See the example below for the NC2276:

New Address

Address

MILSTRIP Key (3 position)*   Name/Activity   Telephone
[ ]   SPS ADDRESS

SDN Key (5/6 position)**   Address Line 2   Title
SP0034   1 SPS LANE

Address Line 3   BPN
SPS, NEW YORK

Address Line 4   DUNS NUMBER

Cage Code

Options

Credit Card
- [ ] Accepting Official

DD1131
- [ ] Accepting Official
- [ ] Disbursing Officer
- [ ] Receiving Activity **
- [ ] Receiving Official

DD1149
- [x] From
- [x] Ship To
- [ ] Signature
- [x] To

DD1155
- [ ] Administered By **
- [x] Contractor
- [ ] Issued By **
- [x] Payment Made By **
- [ ] Officer ID
- [ ] To **

DD1348-6
- [x] Manufacturer **
- [x] Requisitioner **
- [ ] Routing ID *

DD1556
- [ ] Authorizing Official
- [ ] Supervisor
- [ ] Training Officer
- [ ] Accepting Official
- [x] Billing **
- [x] Training Source **
- [x] Organization **

DD282
- [x] Billing **
- [ ] Consult
- [ ] Deliver **
- [ ] Notify
- [ ] Ordering
- [ ] Send

DD448
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [x] From **
- [x] To **

NC2276
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [ ] Contact
- [x] From **
- [ ] To **

NC2276A
- [ ] Accepting Official
- [ ] Authorizing Official
- [x] Billing **
- [ ] Contact
- [x] From **
- [ ] To **

SF1034
- [ ] Approving Official
- [ ] Authorizing Official
- [ ] Billing **
- [ ] Department **

SF1164
- [ ] Claimant
- [ ] Department

3

Procurement Office UIC - A mandatory 6-position alphanumeric field that is used for routing.

Mail Invoices to UIC – An optional 6-position alphanumeric field that, if entered, will populate the MAIL INVOICES TO (Block 12) of the NC2276 when it is created and it must be a valid Site Address key.

Ship to UIC - An optional 6-position alphanumeric field that, when entered, is sent to SPS in the outbound file. **Note** (not for manuals or Help Files): Outbound format is EDI511R; inbound format is B1.

When a Site user assigned to an SPS Site creates an NC2276, using a serial range citing an SPS OPTAR, an automated transaction (CM, 915) will be sent to SPS. That transaction will result in an obligation being sent from SPS to WAAS. WAAS will then provide the resulting SPS contract obligation to FASTDATA in the DTS/SPS interface.
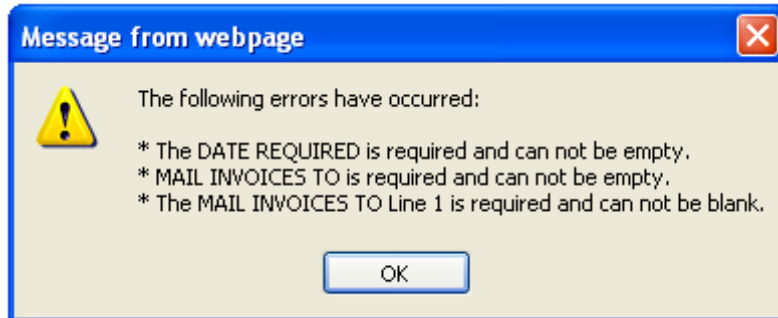
There is a new automated job, as shown below, that will forward the purchase requests to SPS:

When the Site user creates an SPS NC2276, there are some special requirements that must be met. The following items are required on a Line Item:

When saving the NC2276 document, the following are required:

A new report entitled "Procurement Data (SPS) Report" is available at both the FA and Site and will include a list of documents sent to SPS and documents ready to be sent. Initiations will not be reported.

Reports...

   Status of Funds...

   Accounting Transaction

   Transaction History

   Accounting Batch – by Date

   Exp Cost Redistribution

   Expenditure Cost Transfer

   Expend. Cross Reference...

   Document Status Log...

   Grantor

   Matched Job Orders...

   Job Order Cost

   Unmatched Job Orders

   Site

   Suspended Expenditures...

   Reconciliation...

   Procurement Data (SPS) Report